

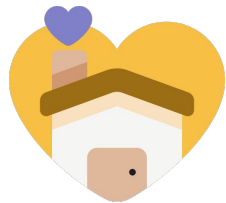


# ClassDojo School: Orientation

# Our Agenda



Estimated duration: 30 minutes



## Get to know your team

Understand the roles of the teachers, mentors, admin, and school leaders



## Tips for success

Learn ways to use ClassDojo to engage, inspire, and share learning with your school community



## Q&A

We'll address any unanswered questions you might have

ClassDojo School

# What to Expect

ClassDojo Schools receive the **features, training & support** to use ClassDojo schoolwide—plus some exclusive swag for the next school year. 📁

In Directory, check and see if you've connected all your teachers and staff.

## Teachers & staff connected

Connect all teachers and staff that are using ClassDojo



24 of 35 [Edit](#)

All teachers and staff at ClassDojo Schools receive live training & dedicated support.

- Contact our team from your Directory page.
- Sign your teachers up for professional development at [classdojo.com/training](https://classdojo.com/training).

[classdojo.com/schools](https://classdojo.com/schools)



## ClassDojo School ★

[FAQs](#)

### Dedicated Support

Need help? Talk to your dedicated ClassDojo School support team

[Contact Support](#)

## School & Account Setup

# Your team on ClassDojo

	School Leader	Mentor	Teacher
What?	Has all admin capabilities to manage and moderate School Story & Directory		
Who?	Principal, Assistant Principals, Directors		
Admin abilities	All - can edit staff list, student list, class list, & School Story		
How to add?	<a href="https://classdojo.com/signup">classdojo.com/signup</a>		



## School & Account Setup

# Your team on ClassDojo

	School Leader	Mentor	Teacher
What?	Has all admin capabilities to manage and moderate School Story & Directory	Helps verify & support other teachers. Is the ClassDojo “go-to” for questions	
Who?	Principal, Assistant Principals, Directors	A nominated teacher who has previously used ClassDojo & is familiar with features	
Admin abilities	All - can edit staff list, student list, class list, & School Story	Limited - can verify other teachers, edit student list	
How to add?	<a href="https://classdojo.com/signup">classdojo.com/signup</a>	Nominate at <a href="mailto:mentors@classdojo.com">mentors@classdojo.com</a>	



## School & Account Setup

# Your team on ClassDojo

	School Leader	Mentor	Teacher
What?	Has all admin capabilities to manage and moderate School Story & Directory	Helps verify & support other teachers. Is the ClassDojo “go-to” for questions	Can create classes, add co-teachers, connect families & students
Who?	Principal, Assistant Principals, Directors	A nominated teacher who has previously used ClassDojo & is familiar with features	Any staff or teacher, who isn't a School Leader, but needs access to make staff changes
Admin abilities	All - can edit staff list, student list, class list, & School Story	Limited - can verify other teachers, edit student list	Can invite teachers to join transfer ownership and add teachers to classes
How to add?	<a href="https://classdojo.com/signup">classdojo.com/signup</a>	Nominate at <a href="mailto:mentors@classdojo.com">mentors@classdojo.com</a>	In Directory, click 'Invite teachers button.' <a href="#">How to invite teachers to join your school</a>



## School & Account Setup

# Your team on ClassDojo

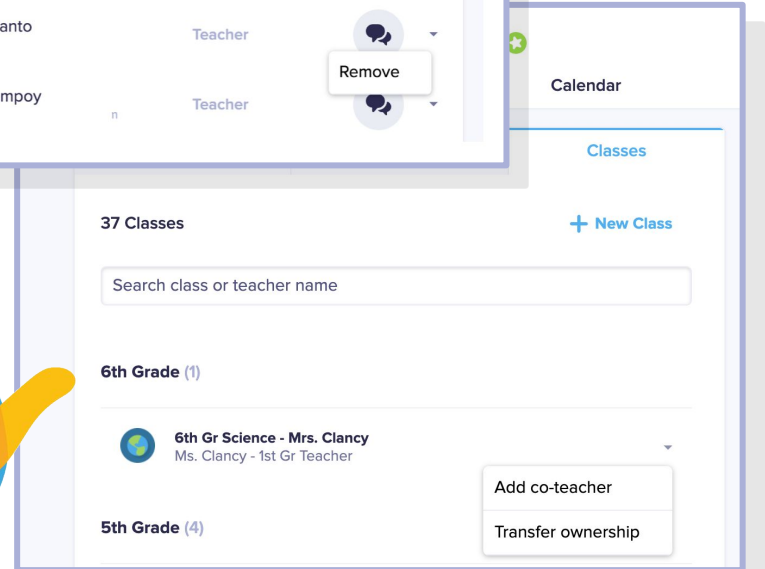
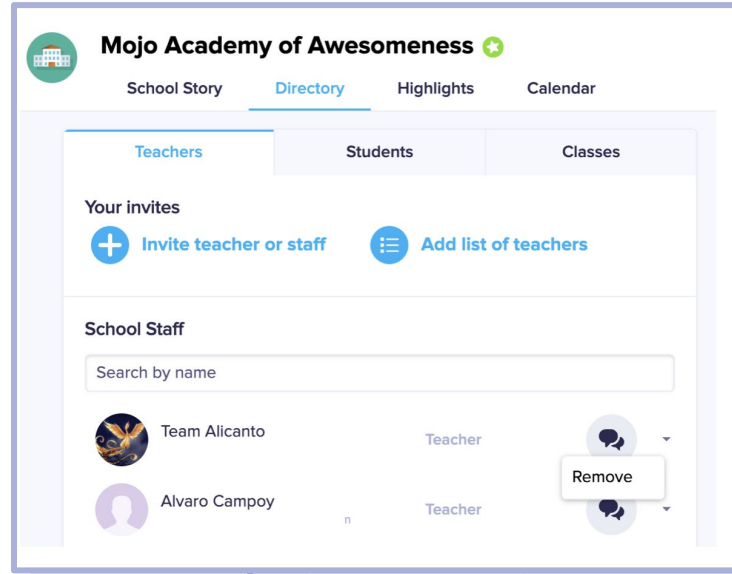
	School Leader	Mentor	Teacher
What?	Has all admin capabilities to manage and moderate School Story & Directory	Helps verify & support other teachers. Is the ClassDojo “go-to” for questions	Can create classes, add co-teachers, connect families & students
Who?	Principal, Assistant Principals, Directors	<b>New Admin Role!</b> School Leaders and anyone with the Admin role can designate other Mentors and Teachers to be Admin.  Admin can help manage the overall school Directory.	
Admin abilities	All - can edit staff list, student list, class list, & School Story		
How to add?	<a href="https://classdojo.com/signup">classdojo.com/signup</a>	Nominate at <a href="mailto:mentors@classdojo.com">mentors@classdojo.com</a>	In Directory, click “Invite teachers” button. <a href="#">How to invite teachers to join your school</a>



## Primary Navigation

# Directory

- Add, edit & remove your school's teachers and students
- View classes, add co-teachers or transfer ownership
- **Tip:** [Remove old teachers](#) and add new ones shortly before school starts
- **Tip:** [Bulk-add students](#) by name and parent email using Import feature
- **Tip:** On classes tab, add yourself as a [co-teacher](#) to any class for access to family messaging

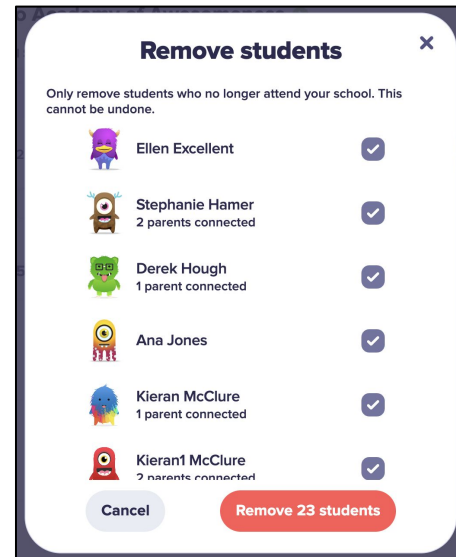
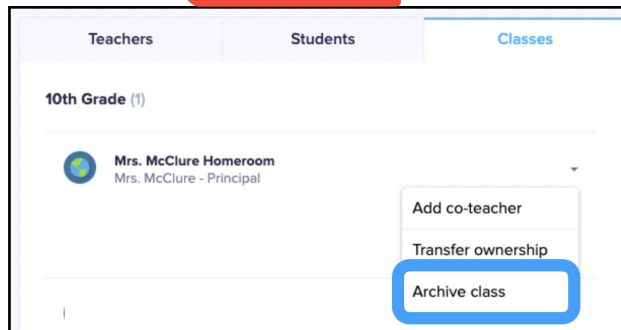
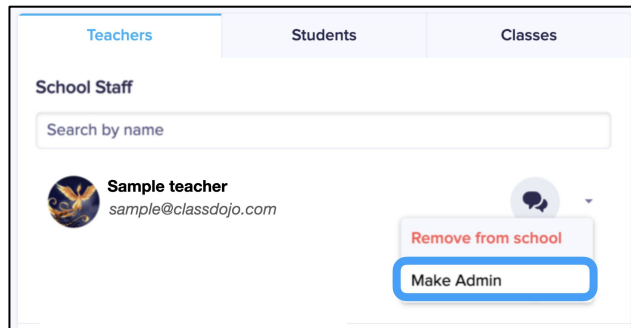




## Primary Navigation

# Directory: New!

- Give any teacher or mentor admin capabilities to update your school Directory
- Bulk-remove a group of students who are no longer at your school
- Archive old classes from within the Classes tab of the Directory



## Primary Navigation

# School Story

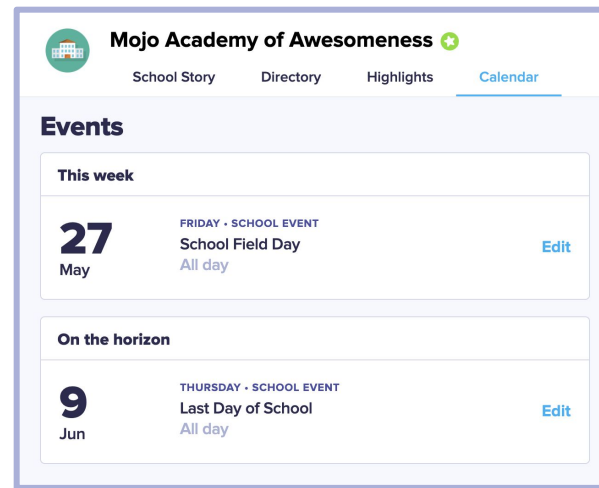
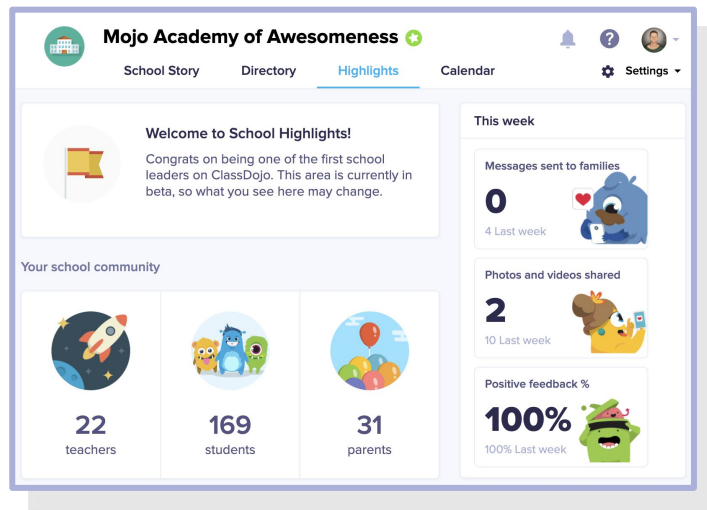
- **A secure, private feed** to share announcements, files, photos, videos & events
- School Story is a chance to highlight what makes your school special. It's a window for families into the daily lives of their kids.
- **Tip:** Set routine for 2+ School Story posts per week
- **Tip:** Link posts to learning goals



## Primary Navigation

# Highlights and Calendar

- **Highlights:** View the total number of teachers, students and parents connected to your school listing on ClassDojo
- **Highlights:** View the total number of messages sent, photos & videos shared, and positive feedback percentage from the current week.
- **Calendar:** Create & view all upcoming events for your school



## Primary Navigation

# Messaging

Messaging happens within individual classes



- **Tip:** Set up classes for any group of parents who you may want to message throughout the year, like your PTA
- **Tip:** When messaging all parents in a class, you can [attach files & photos](#)
- **Tip:** [Group messages](#) will create private, individual threads with each parent.
- **Tip:** Set guidelines with parents proactively about messaging at the start of the year



## School & Account Setup

# Your account settings

- Select account settings in top-right corner dropdown menu.
- **Edit profile:** Adjust name, photo, role
- **Messaging:** Set quiet hours, mute weekend notifications, enable read statuses, and download message history
- **Advanced:** Allow parent connection requests



**Edit profile**

Change password

Language and region

Messaging

Comments

Advanced

Privacy & Terms

**Edit photo**

Title

First name

Last name

Email

**Account settings** ✕

**Edit profile**

Change password

Language and region

**Messaging**

Comments

Advanced

Privacy & Terms

**Quiet hours** ☒

Message push notifications are muted on your mobile devices during quiet hours

From

To

**Mute weekend notifications** ☒

Message push notifications are muted on your mobile devices Sat - Sun

**Read Statuses** ☒

When this is on, families can see that you've read their message. We don't show read statuses during your quiet hours. Only families with the Plus subscription can see read statuses.

**Message history**

View and download your conversations with parents

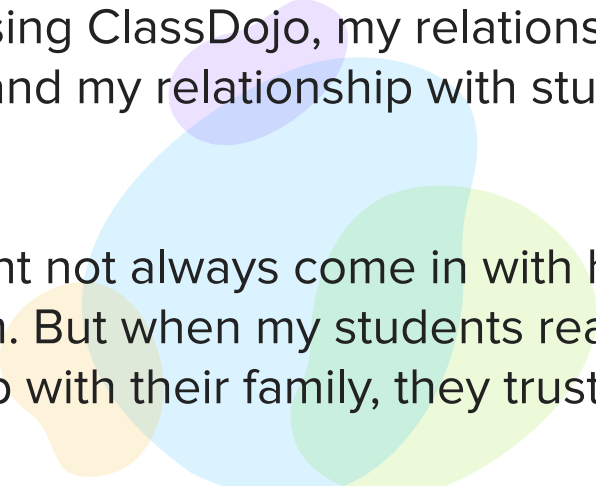
[Download](#)

What's Next

# Next Steps

- **School Directory Set-up:** Self-serve guide or live support sessions
- **Teacher Professional Development:** 30-minute live sessions, July 25th onward. View menu & mark calendar for your teachers
- Need additional guidance? We are here to help! [Schedule a 1:1 Zoom chat](#) with a School Leader Support Team member





“At the heart of what I do as a teacher is make an impact on families. Since using ClassDojo, my relationships with parents have flourished and my relationship with students have flourished too.

My students might not always come in with high trust in the academic system. But when my students realize that I have a great relationship with their family, they trust me as well.

And strong, high-trust relationships leads to academic improvement.”

-Lauren Pirillo, NYCDOE